City of Roswell Planning & Zoning Commission Agenda



Tuesday, January 24, 2017 at 6:00 PM Bassett Auditorium, Roswell Museum and Art Center 100 West 11th Street

Chair: Ralph Brown, Vice Chair: Riley Armstrong Members: Toby Gross, Shirley Childress, David Storey, Kent Taylor, Jesse McDaniel Current Planning Administrator: Merideth Hildreth, AICP Planning & Zoning Technician: Miguel Martinez Planning Manager: William Morris, AICP, CZO Planning & Engineering Director, Louis Najar, P.E.

- A. Call to Order
- B. Roll-Call
- C. Swearing In
- D. Approval of the Agenda
- E. Approval of the December 20, 2016 Minutes
- F. Public Hearing Items

CASE 17-001 VAR: A Request for Zoning Variance to build in the side yard and front yard setbacks in R-1 Zone, Legal Description: Subd: KEITHS SOUTHSIDE Block: 4 Lot: 30 E 62.2' BK: 417 PG: 247 QCD known as 331 E Ballard Street (Honorio Contreras/Owner). Attached: (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified (F) Site Plan (G) Elevation Rendering

CASE 17-002 VAR: A Request for Zoning Variance to build accessory structure within the side yard setback and taller than primary residential structure in R-1 Zone, Legal Description: Subd: LINCOLN PLACE ANNEX Block: 3 Lot: 1 E 67.20' Quarter: SW S: 31 T: 10S R: 24E BK: 275 PG: 442 REC known as 1800 W Third Street (Lenore Metcalf & Jerry Metcalf/Owners). Attached: (A) Application – 2 Pages; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified (F) Site Plan

CASE 17-003 ZOC: A Request for Change in Zoning from R-3 and RMS to CO-1 (Commercial Office), Legal Description: Subd: OSMANI-HAMMOND SUMMARY REPLAT Tract: 1 Quarter: NW S: 28 T: 10S R: 24E BK: 701 PG: 005 WDJT known as 402 E Country Club Road (Omar Osmani & Sana Osmani/Owners; Lee Chester, L3 Healthcare/Agent). Attached: (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified

Election of Planning & Zoning Commission Officers.

Approve Planning & Zoning Commission Meeting Dates for the 2017 Calendar Year.

- G. Other Business
 Discussion of 1901 West Second
- H. Public Comments
- I. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: January 18, 2017



DRAFT FOR APPROVAL P&Z MEETING MINUTES

Tuesday, December 20, 2016 - 6:00 PM
Roswell Planning & Zoning Commission
Bassett Auditorium, Roswell Museum and Art Center

100 West 11th Street

Chair: Ralph Brown, Vice Chair: Riley Armstrong Members: Shirley Childress, Toby Gross, David Storey, Kent Taylor, Jessie McDaniel

> Planning Staff: Merideth Hildreth, AICP Miguel Martinez William Morris, AICP, CZO Louis Najar, PE

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and City of Roswell, NM Resolution 16-69.

A. CALL TO ORDER AND WELCOME – Chair Ralph Brown

A regular meeting of the Planning & Zoning Commission was called to order at approximately 6:00 p.m. by Chair Brown with the following members present:

B. ROLL-CALL

Ralph Brown (Chair) PRESENT
Riley Armstrong (Vice Chair) PRESENT
Toby Gross PRESENT
Shirley Childress PRESENT
David Storey PRESENT
Kent Taylor ABSENT
Jesse McDaniel PRESENT

<u>Staff Members Present</u>: Merideth Hildreth, AICP, Current Planning Administrator; Miguel Martinez, Planning & Zoning Technician; William Morris, AICP, CZO, Planning Manager; Louis Najar, P.E., Director of Planning & Engineering; Aaron Holloman, City Attorney.

Audience Members Present:

Del Jurney, Kristie Jurney, Reese Smolky, Nathan Wenner.

Planning & Zoning Commission

December 20, 2016 Minutes

C. SWEARING IN: Chair Brown swore in staff and members of the audience.

D. APPROVAL OF THE AGENDA

MOTION to Approve the Agenda as Written by Commissioner Childress. Second by Commissioner Armstrong.

The motion passed by a voice vote of six to zero.

E. MINUTES: Consider approval of the September 27, 2016 minutes.

MOTION to Approve the September 27, 2016 Minutes as Written by Commissioner Armstrong.

Second by Commissioner Gross.

The motion passed by a voice vote of six to zero.

Ms. Hildreth introduced new City Staff Aaron Holloman, City Attorney and Miguel Martinez, Planning and Zoning Technician.

F. ACTION ITEMS:

1. CASE 16-16 CUP: A Request for Conditional Use Permit for an accessory residential structure with a kitchen in R-3 Zone, Legal Description: Subd: GRACE CORN HERITAGE SUMMARY PLAT Tract: B S: 49.99' Quarter: SE S: 32 T: 10S R: 24E BK: 286 PG: 420 known as 406 N Kentucky Avenue(R. Del Jurney & Kristie Jurney/Owners). Attached: (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified

Motion to Waive the Reading of the Finding of Facts with Respect to Case 16-16 by Commissioner Armstrong.

Second by Commissioner Gross.

The motion passed by a voice vote of six to zero.

Chair Brown: Is there anyone wishing to speak in favor of 16-16?

Del Jurney, residing at 406 North Kentucky Avenue: Mr. Jurney requested a Conditional Use Permit to turn a detached garage into a casita for his mother-in-law. Without the Conditional Use Permit, we can do everything except install a stove in the kitchenette. The stove requires a Conditional Use Permit. Mr. Jurney asked the Commission to approve the request so they can install a stove to complete the project.

Chair Brown: Is there anyone who wishes to speak against Case 16-16? There were no comments.

Mr. Morris: The idea is these are accessory units called generational housing. The intent is to allow relatives to have an independent unit on the same piece of property with familial ties. A stove is the one piece that defines a residential unit. We think this meets the intent of the State Statutes for Generational Housing. We would like to talk about additional criteria at a later time. At this time, Staff is secure with this approval.

MOTION

Commissioner Storey made a motion to approve Case 16-16 Application for Conditional Use Permit for an Accessory Residential Structure with a Kitchen in the R-3 Zoning District along with the finding of facts and the testimony we received tonight.

Second by Commissioner Armstrong.

The motion passed by a voice vote of six to zero.

2. CASE 16-17 VAR: A Request for Zoning Variance to Locate Sign in Right-of-Way in C-2 Zone, Legal Description: Subd: WENNER SUMMARY PLAT Tract A: Quarter: SW S: 30 T: 10S R: 24E BK: 744 PG: 1003 known as 2303 W College Boulevard (Nathan H. Wenner & Jalene C. Wenner/Owners).

Attached: (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified (F) Site Plan

Motion to Waive the Reading of the Finding of Facts with Respect to Case 16-17 by Commissioner Armstrong.

Second by Commissioner Childress.

The motion passed by a voice vote of six to zero.

Chair Brown: Is there anyone wishing to speak in favor of 16-17?

Nathan Wenner: a doctor at Smith Animal Clinic and building the new vet hospital on College near Sycamore. Dr. Wenner asked the Commission to approve a variance for a small monument sign in the style of the building so customers can find the exact location and not miss the turn.

Chair Brown: Is there anyone who wishes to speak against Case 16-17? There were no comments.

Planning & Zoning Commission December 20, 2016 Minutes

Chair Brown: Staff, do you have any comments?

Mr. Najar: This Right-of-Way is extremely wide when we developed the corridor for College Boulevard. As you can tell on the plans, it is forty foot wide from back of curb to the property line. His sign will be approximately twenty-three feet from back of the curb. There will be no site distance problems. You can actually stack a long bed truck with a double cab and still have plenty of site distance for the sign and the people ingressing and egressing. My recommendation is to allow the variance.

Mr. Morris: I echo what Mr. Najar said. There is plenty of room there. Lower signs fit with the architecture of this area. Staff is supportive of this variance.

MOTION

Commissioner Armstrong made a motion to approve Case 16-17 a request for a zoning variance to locate a sign in the right-of-way in a C-2 Zone based on the finding of facts and the testimony provided.

Second by Commissioner Gross.

The motion passed by a voice vote of six to zero.

3. CASE 16-18 ZOC: A Request for Change in Zoning from R-2 to C-2, Legal Description: Subd: OLIVERS REDIV AMEND Block: 2 Lot: 4 AND: 5 BK: 542 PG: 1335 QCD JT known as 106 W Wildy Street (Ben Lueras & Tina Lueras/Owners; Rick Kelley/Agent). Attached: (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified (F) Proposed Site Plan

Motion to Waive the Reading of the Finding of Facts with Respect to Case 16-18 by Commissioner Armstrong. Second by Commissioner Childress.

The motion passed by a voice vote of six to zero.

Chair Brown: Is there anyone wishing to speak in favor of 16-18? None spoke

Chair Brown: Is there anyone wishing to speak against Case 16-18?

Reece Smolky: residing at #4 Taos Court; Bruce Smolky and Reece Smolky own 108 W Wildey next door. Mr. Smolky discussed his concerns for the neighborhood due to unsanitary conditions and litter caused by a past tenant and complaints filed with Code Enforcement. He discussed the property owner's old pickup on the property. He discussed the depleted fence on the property and stated the fence on the west side is not that stable. He stated he doesn't mind a business going there, but wants reassurance from the Commission that the property will be cleaned up and issues are addressed before anything is changed. He stated he put up a fence on the east side of his property to keep out litter. He realizes the property owner may be able to rent to the Water Windmill.

Commissioner Armstrong asked Mr. Smolky to approach the dais and identify his property in the picture.

Ms. Hildreth: The lot on the east is already commercial. The application is to change the zoning on the west lot to make it commercial as well. The Water Windmill is likely to go on the eastern lot that is already zoned commercial. This application was already submitted when they decided to change their site plan and not consolidate the lots and place the Water Windmill on the east lot. It makes sense to rezone it to Commercial since it has been used historically commercially and it is paved.

Mr. Najar: From an engineering point of view, it is a simple kiosk type business. You have vehicles that go in and go out. With regard to zoning, and Mr. Morris can correct me, once zoned C-2, no one can live on it, so it would be strictly commercial.

Mr. Morris: An accessory residential structure is allowed in C-2.

Mr. Najar: The existing building currently splitting the property lines will be relocated to the back of lot 5. The kiosk will go on the front part of Lot 4. It will have to be kept clean. Since it is commercial, the screen fences will have to be maintained. We have a new parking lot ordinance. The parking lot will have to be maintained. The abandoned truck is a Code Enforcement issue.

There was discussion among Commissioners and Mr. Smolky and Staff about fencing between the C-2 and Residential zones to the west and the south.

Mr. Morris: A fence would have to be placed next to a residential zone. There will be cars in the parking lot with lights shining onto the residential property.

Mr. Najar: Solid fencing between residential and C-2 would be required on the west and south side. A solid fence can be constructed of wood, metal, cinderblock, vinyl of conventional material properly constructed to code and maintained. In the fence ordinance, tall fences must be twenty feet from the back of the curb so there is no site hazard for either property.

Mr. Smolky: Are three buildings are allowed on two lots?

Mr. Morris: Yes.

Commissioner Storey: What improvements will the owner have to make to the lot to bring it up to code?

Mr. Najar: Two driveways are already there, and a cable barrier is in the front. The asphalt serves as a sidewalk and meets the cross slope, and will have to be maintained. We discussed landscaping at the plan review. Landscaping will be required.

MOTION

Commissioner Storey made a motion to approve Case 16-18, a request to change zoning from R-2 to C-2 with the legal description OLIVERS REDIV AMEND Block: 2 Lot: 5 with the address of 106 West Wildey along with finding of facts and the testimony received tonight and with the caveat that Planning & Zoning and Engineering make sure that a six foot tall screen fence is erected on the west and south side and the remainder of the lot is brought up to code as far as landscaping and other city requirements. Second by Commissioner Armstrong.

The motion passed by a voice vote of six to zero.

Chair Brown: Appeals in writing to any case heard tonight are due to the Planning & Zoning Office this Thursday by noon.

G. OTHER BUSINESS

1. Discussion of 2017 Meeting Dates

H. PUBLIC COMMENTS

Commissioner Storey: Requested discussion of a property on West Second Street at the next Planning & Zoning Commission Meeting.

Mr. Morris: Staff will make a presentation at the next meeting.

I. ADJOURN

The meeting adjourned at 6:41 p.m.

EXHIBIT A: 17-001 VAR APPLICATION

			P & Z CASE NO.
	A	A Variance	17-001
Type or Print in BLACK 1. HONOR OF Property Owner 2. Property Owner	Add City Pho	dress	DATE: 24-2017 Cocated in Historic District: Yes X No Flood Zone:
		one #	X
Address City/ State/Zip	gent's Name		_
Physical Address and	Legal Description of Pr	roposed Property Area: (Lot/Block/Subdivision, Tra	ict,
Section-Township/Range	:)	11	V
331	E Ba	lard STREET	— A
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Reason for the Requ	est: (Please attach extra sheet	if necessary) Adihon	A
from Jot. Reg		to allow first flow constructed five ty line on this con- to enclose existingst and unenclosed parch entran	leet C
Proposed Variance Area: Structure or Addition in Sc	into front yard	COMPREHENSIVE MASTER PLAN GENERAL DEVE	LOPMENT PLAN
Front park encrosed	Sq. Ft.	ResidentialCommercialIndustrialPark & Open SpaceRS Overfligh	
How many feet does the strequired setback area?	ructure encroach into the S 1/Ft S past free	DENSITY RESIDENTIAL: Low/ approx. 5 du/net acre Mid/ approx. High/ approx. 15 du/net acre	. 9 du/net acre
Yard	OR Structure to Structure SHADED AREA FOR STAFF ONLY	Specifications are listed on the Instructional Shee documentation and fees shall be required at the tapplication is submitted, unless otherwise noted Zoning Staff.	<u>time this</u>
SW (SE)	SIATT UNLI		DARIE
for the Planning and Z		Application Fees are NON-REFUN have been informed of the dates, times, and location ity Council and that I and/or my agent shall attendon.	ns of the meetings
1. Property Ow	vner's Signature	2. Property Owi	ner's Signature
	-	Agent's Signature	

EXHIBIT B: STAFF SUMMARY FOR CASE 17-001 (VAR) Page 1 of 4 311 E Ballard Street



Roswell Planning & Zoning Commission

Tuesday, January 24, 2017 Bassett Auditorium, Roswell Museum and Art Center 100 West 11th Street

APPLICATION: CASE 17-001 (VAR): A Request for Zoning Variance to the Side Yard Setback to construct an addition within five feet of the east property line and a Variance to the Front Yard setback to enclose the existing porch area and add an additional three foot deep unenclosed porch entrance.

I. Legal Description: Subd: KEITHS SOUTHSIDE Block: 4 Lot: 30 E 62.2' BK: 417 PG: 247 QCD.

Owner: Honorio Contreras

Site Address: 331 E Ballard Street

Request: Zoning Variance on a Corner Lot to construct an addition

within five feet of the east property line and a Variance to the Front Yard setback to enclose the existing porch area and add an additional three foot deep unenclosed porch

entrance.

II. Site data:

Site Area: 6,944 ± square feet

UPC: 4136063220392000000

Existing Land Use: Single Family Residential (one story)

Proposed Land Use: Single Family Residential (two story)

Existing Zoning: R-1

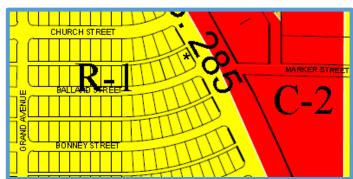
Table 1: Adjacent Existing Land Use and Zoning				
Direction:	Land Use:	Zoning:		
North	Single Family Residential	R-1		
South	Single Family Residential	R-1		
East	Community Commercial on the other side of 190' R-O-W (US HWY 285)	C-2		
West	Single Family Residential	R-1		

EXHIBIT B: STAFF SUMMARY FOR CASE 17-001 (VAR) Page 2 of 4 311 E Ballard Street



Chaves County Assessor's Map - CASE 17-001 (VAR)





Zoning Map - CASE 17-001 (VAR)*

GOOGLE EARTH PRO AERIAL of 331 E Ballard Street (Accessed 1.17.2017)



GOOGLE EARTH PRO STREET VIEW of 331 E Ballard Street - Showing Slope (Accessed 1.17.2017)

EXHIBIT B: STAFF SUMMARY FOR CASE 17-001 (VAR) Page 3 of 4 311 E Ballard Street

III. Intent of Petition:

The applicant is requesting Variances in Zoning to construct an addition to the first floor and a second floor addition within the required side yard setback for a corner lot, and to enclose an existing front porch and add a covered entrance that may encroach into the required front yard setback. The applicant is requesting the following variances.

- a. A variance to the required setback of the eastern street side yard to allow a first floor addition to be constructed five feet (5') from the eastern property line and a second floor addition to be constructed ten feet (10') from the eastern property line.
- b. A variance to the required front yard setback to enclose the existing front porch area and add a three-foot deep covered porch entrance. The existing structure is approximately twenty-five feet (25') behind the back of sidewalk. If the back of sidewalk were the property line, no variance would be required. However, the property line appears to be located up to ten feet (10') behind the sidewalk, in which case a variance would be required. There is a curvature on the front of this lot, creating more space between the sidewalk and property line than properties to the west.

IV. Land Use and Zoning Considerations:

- 1. This corner lot property, located at 331 E Ballard Street, is a single-family residence within the R-1 Residential Zoning District.
- 2. The lot dimensions are sixty-two feet by one-hundred twelve feet (62'X112').
- 3. On the east, the property abuts a Right-of-Way that is approximately one-hundred ninety feet (190') wide and includes an abutting alley and Southeast Main Street also known as US HWY 285, which is classified as a Principal Arterial under the Functional Street Classification Plan. The measurement from the property's eastern boundary to the nearest curb of US HWY 285 is approximately seventy feet (70'). The alley area on the eastern boundary between the property line and the US HWY 285 curb is approximately thirty-eight feet (38') in width. Due to this configuration, this is not a typical corner lot abutting either a Local Street or an Arterial. Construction of the additions will not pose visibility issues within the clear sight triangle.
- 4. According to the Chaves County Assessor's information, the house was constructed in 1953.
- 5. Several corner lots on streets parallel to Ballard Street appear to have construction up to or close to the eastern boundary line.

EXHIBIT B: STAFF SUMMARY FOR CASE 17-001 (VAR) Page 4 of 4 311 E Ballard Street

6. City of Roswell Zoning Ordinance ARTICLE 21: DEVELOPMENT STANDARDS states the following:

Section 2: Residential Districts

- R-1 Front Yard setback required for Local or Collector streets is twenty-five feet (25').
- R-1 Street side yard setback required for Arterials is thirty-five feet (35').
- R-1 Street side yard setback required for Local or Collector Streets is twenty-five feet (25').
- 7. City of Roswell Zoning Ordinance ARTICLE 22: BUILDING AND PERFORMANCE STANDARDS states the following:

Section 5: Exceptions to Required Yards

C. A non-enclosed porch or terrace shall not project more than 5 feet into the required front yard spaces.

V. Findings of Fact (Conclusions of Law):

- 1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
- 2. Notification of the public hearing was mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
- 3. This agenda which includes this case has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
- 4. As of the time of this writing, there have been zero (0) written and zero (0) verbal protests received by the Planning & Zoning Office.

VI. Staff Recommendation:

Based on the current findings of fact, the configuration of the lot, and the approximately seventy foot (70') distance between the lot and the nearest curb of US HWY 285, Staff recommends approval of case 17-001 to allow construction in the street side yard setback of the first floor addition five feet (5') from the eastern property line, construction of the second floor addition ten feet (10') from the eastern property line, enclosure of the existing front porch area, and construction of a three-foot deep covered porch entry within the front yard setback.

VII. Action by the Planning & Zoning Commission:

The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact, information provided in the Staff Summary and packet, testimony and material introduced at the hearing.

EXHIBIT C: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR CASE 17-001 (VAR) LETTER SENT VIA CERTIFIED MAIL ON JANUARY 5, 2017 TO SURROUNDING PROPERTY OWNERS

City of Roswell

Planning & Engineering Department Planning & Zoning Office PO Box 1838

Roswell, NM 88202-1838

Telephone: (575)637-6294 Fax: (575) 624-6820



January 5, 2017 RE: PUBLIC HEARING NOTICE for ZONING CASE 17-001 VAR Application for a Zoning Variance

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of **Planning & Zoning Case 17-001 VAR.** The Property Owner in this case is requesting a **Variance to the Side Yard Setback to construct an addition within five feet of the east property line and a Variance to the Front Yard setback to enclose the existing porch area and add an additional three foot deep unenclosed porch entrance.**

PROPERTY LOCATION: 331 E Ballard Street

LEGAL DESCRIPTION: Subd: KEITHS SOUTHSIDE Block: 4 Lot: 30 E 62.2' BK: 417 PG: 247

QCD

OWNER OF PROPERTY: Honorio Contreras

ZONING DISTRICT: R-1

The City of Roswell Planning and Zoning Commission will hear public comments on the above case on TUESDAY, JANUARY 24, 2017 at 6:00 p.m., in the Bassett Auditorium at the Roswell Museum and Art Center, located at 100 West 11th Street. You are entitled, although not obligated, to comment either in writing to our office or in person at the hearing.

To be considered, written protests must be submitted to the Planning and Zoning Office no later than noon on the working day prior to the Planning and Zoning Commission meeting. Providing written input to the Planning and Zoning Office at least seven days prior to the hearing will allow your concerns to be addressed in the Staff Report. Written comments may be delivered to the Planning & Zoning Office at 415 North Richardson Avenue, or sent to: *City of Roswell, Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838 or via email to m.hildreth@roswell-nm.gov* or submitted in person to the Planning & Zoning Office.

The information packet for this zoning case will be available after 1:00 p.m., on **Wednesday**, **January 18**, **2017**. You may inspect the information packet in detail at the Planning & Zoning Office located on the first floor of City Hall Annex at 415 North Richardson Avenue. The P&Z Packet may be viewed online at www.roswell-nm.gov. Copies of the information packet may be obtained from the Planning and Zoning Office at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available online at: http://roswell-nm.gov/DocumentCenter/View/768

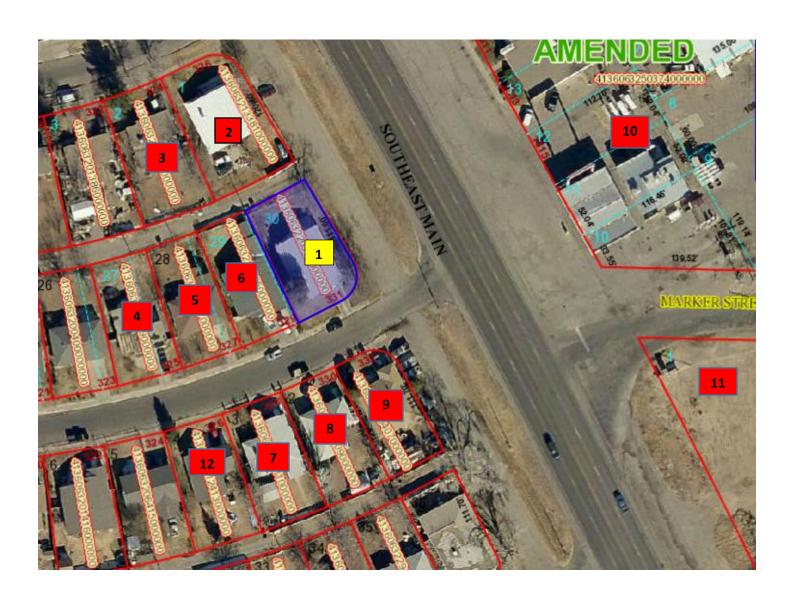
If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Merideth Hildreth, M.A., AICP Current Planning Administrator

(Area Map on Reverse Side →)

EXHIBIT D: CASE 17-001 (VAR) CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION FOR VARIANCE AND PROPERTIES WITHIN NOTIFICATION AREA





PROPERTY UNDER CONSIDERATION



PROPERTIES WITHIN NOTIFICATION AREA

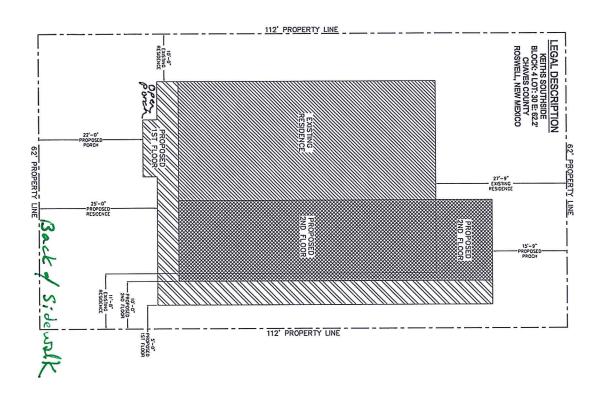
EXHIBIT E: 17-001 VAR LIST OF PROPERTY OWNERS NOTIFIED

- 2. MARTINEZ, MIGUEL & MARIBELL 326 E CHURCH ST ROSWELL, NM 88203
- 3. GOMEZ, ABEL C & LINDA M PO BOX 726 ROSWELL, NM 88202
- 4. HENKE, JAY W 601 W CHURCH ROSWELL, NM 88203
- 5. MONYOYA, RUBEN
 327 E BALLARD ST
 ROSWELL, NM 88203
- 6. BARRIENTOS, BACILIO & FABIANA
 329 E BALLARD ST
 ROSWELL, NM 88203
- 7. BECERRA, DAVID A PO BOX 14 LAKE ARTHUR, NM 88253
- 8. DURAN, LUPE
 244 VERMONT SE
 ALBUQUERQUE, NM 87108
- 9. MARIN, ERLINDA 323 E BALLARD ST ROSWELL, NM 8820

- 10. BELL REALTY CO
 PO BOX 490
 ROSWELL, NM 88202
- 11. SHYNE, C MICHAEL
 PO BOX 554
 ALAMOGORDO, NM 88311
- 12. VIGIL, BOBBIE J 326 E BALLARD ST ROSWELL, NM 88203
- 1. CONTRERAS, HONORIO P 321 E CHURCH ST ROSWELL, NM 88203

EXHIBIT E: 17-001 VAR LIST OF PROPERTY OWNERS NOTIFIED

EXHIBIT F: 17-001 VAR SITE PLAN

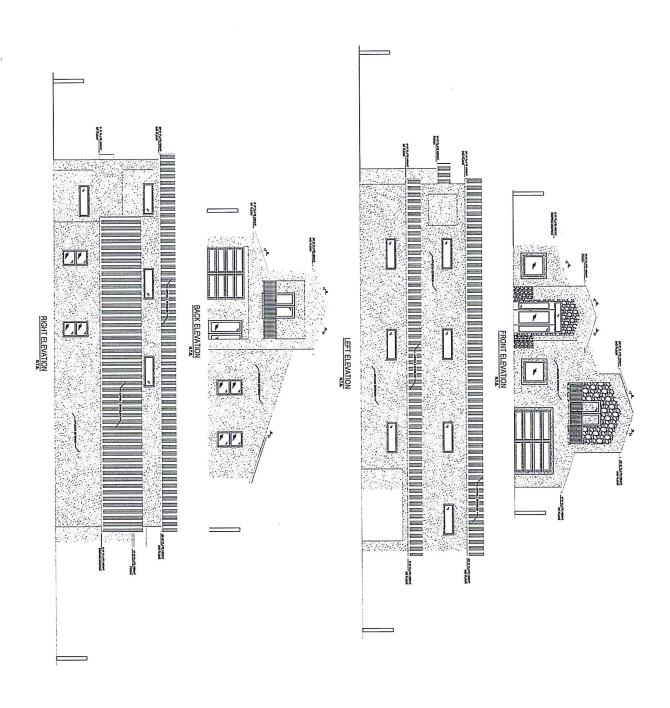


CONTENTS

FOUNDATION PLAN FRAMING PLAN ELECTRICAL PLAN	SH 5 SH 6 SH 7
SITE PLAN ELEVATIONS FLOOR PLAN	SH 2 SH 3

	Designation Assign			C.BITTON!	GONZALEZ RESIDENCE	SQUARE FOOTAGE
4 B 8 8	2	••••••	DRAFTING SERVICES	GONZALEZ RESIDENCE		HEATED AREA GARAGE
d 5 12 1			(575) 910-4468 madraftingsorvices@gmail.com	-	3331 E BALLARD STREET ROSWELL, NEW MEXICO CHAYES COUNTY	FRONT PORCH BACK PORCH TOTAL

EXHIBIT G: 17-001 VAR ELEVATION RENDERING



z e i		•••••	DRAFTING SERVICES	-	GONZALEZ RESIDENCE	SQUARE FOOTAGE
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EXHIBIT A: 17-002 VAR APPLICATION (PAGE 1 OF 2

	City of Ro	oswell Application for P&Z CASE	NO.
		A Variance 17-00	52
1. Property Owner Property Owner	S Name Constant	Address 800 W. Third St DATE:	istoric t: No
AddressCity/ State/ZipPhone #		Current Zoning District: (Circle Appropriate Di	strict)
	,	Proposed Property Area: (Lot/Block/Subdivision, Tract,	V
Section-Township/Range)	lock 3.	incoln Pl. Annex Subd.	_
1900 4	Third	Short	A
7,000	1 1 41 0	311	R
Request to	leave si	hop in Current proposed for Mail and 5ft.	A
	1	all Building walls are	
12 ft. tal	1 and p	ortch of roof 15 14 A. tall.	C
Markshau	Il replace	host of slope on south side	-
Proposed Variance Area: Structure or Addition in Squ	. ,	COMPREHENSIVE MASTÉR PLAN GENERAL DEVELOPMENT	PLAN
	48, 6 Sq. Ft.	ResidentialCommercialIndustrialPublic Park & Open SpaceRS Overflight Area	!
How many feet does the strurequired setback area?	Ft Side your	DENSITY RESIDENTIAL: Low/ approx. 5 du/net acre Mid/ approx. 9 du/net acre High/ approx. 15 du/net acre	те
Wost State Yard	OR Structure to Structu	Specifications are listed on the Instructional Sheet. All	
Quadrant of the City:	SHADED AREA FO	R application is submitted, unless otherwise noted by Plannin	ng and
NW) NE SW SE	STAFF ONLY	Zoning Staff.	
		Application Fees are NON-REFUNDABLE.	
for the Planning and Zo	By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.		
1. Property Own	ner's Signature	2. Property Owner's Signa	ature
	_	Agent's Signature	

EXHIBIT A: 17-002 VAR APPLICATION (PAGE 2 OF 2)

Request to leave Shop building in current proposed location of 7 ft. from ally wall and 5 ft. from west side wall. Building walls are 12 ft. tall and pitch of roof is 14 ft. tall. No drainage from roof will be pitched to neighbors property. No windows planned at this time, but will not be putting windows on west neighbor's side of building in future.

House is 13'8" at pitch, Shop building will be 14'6" to pitch.

EXHIBIT B: STAFF SUMMARY FOR CASE 17-002 (VAR) Page 1 of 4 1800 W Third Street



Roswell Planning & Zoning Commission

Tuesday, January 24, 2017 Bassett Auditorium, Roswell Museum and Art Center 100 West 11th Street

APPLICATION: CASE 17-002 (VAR): A Request for Zoning Variance to Construct Workshop Taller than Residential Structure and within Required Interior Side Yard Setback

I. Legal Description: Subd: LINCOLN PLACE ANNEX Block: 3 Lot: 1 E 67.20' Quarter:

SW S: 31 T: 10S R: 24E BK: 275 PG: 442 REC

Owner: Lenore Metcalf & Jerry Metcalf

Agent: Lenore Metcalf & Jerry Metcalf

Site Address: 1800 W Third Street

Request: Request for Zoning Variance to encroach in Required Side

Yard Setback for placement of a 24'3" X 24'3" foot accessory structure in Rear Yard. Request for a variance in height for the structure to be 14'6" tall at highest roof peak, whereas the residential structure is approximately 13'8" tall at the roof

peak.

II. Site data:

Site Area: 12,261± square feet

UPC: 4134061269496000000

Existing Land Use: Single Family Residential

Proposed Land Use: Single Family Residential and construction of a 24'3"X24'3"

accessory structure in the Rear Yard.

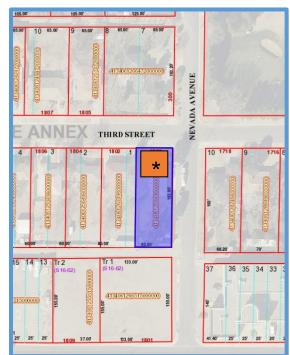
Existing Zoning: R-1

Table 1: Adjacent Existing Land Use and Zoning			
Direction:	Land Use:	Zoning:	
North	Single Family Residential	R-1	
South	Single Family Residential – across the alley	C-4	
East	Single Family Residential	R-1	
West	Single Family Residential	R-1	

EXHIBIT B: STAFF SUMMARY FOR CASE 17-002 (VAR) Page 2 of 4 1800 W Third Street

Chaves County Assessor's Map – CASE 17-002 (VAR)





METCALF, JERRY; METCALF, LENORE

1800 W THIRD ST

ROSWELL, NM 88201

UPC: 4134061269496000000

Account Number: R028229

Site Information

1800 W 3RD ST

ROSWELL

88201

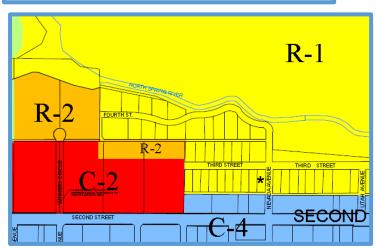
Legal Description: Subd: LINCOLN PLACE ANNEX Block: 3

Lot: 1 E 67.20' Quarter: SW S: 31 T: 10S R: 24E BK:

275 PG: 442 REC



GOOGLE EARTH PRO AERIAL of 1800 W Third Street (Accessed 1.17.2017)



Zoning Map - CASE 17-002 (VAR) *



GOOGLE EARTH PRO STREET VIEW of 1800 W Third Street - Showing Slope (Accessed 1.17.2017)

EXHIBIT B: STAFF SUMMARY FOR CASE 17-002 (VAR) Page 3 of 4 1800 W Third Street

III. Intent of Petition:

The applicant is requesting Variances in Zoning to place a twenty-four foot three inch (24'3") by twenty-four foot three inch (24'3") accessory structure in the rear yard to be used as a workshop. The height of the structure at its peak is fourteen feet six inches (14'6"). The applicant is requesting the following variances.

- a. A height variance to allow the accessory structure to exceed the height of the primary residential structure by approximately ten (10) inches. The primary residential structure is approximately thirteen feet eight inches (13'8") tall. A variance is required to allow the accessory structure to be taller than the height of the primary structure.
- b. An interior side yard variance of three (3) feet would allow placement of the structure at five (5) feet from the side property line instead of the required eight (8) feet for a structure of its height. The applicant requests this side yard variance from the property's west boundary line in order for the accessory structure to be constructed in a location to avoid an existing tree and a slope in the rear yard. The walls of the accessory structure' will be twelve feet (12') tall. The accessory structure will not have windows on the west side of the structure.

IV. Land Use and Zoning Considerations:

- 1. This corner lot property, located at 1800 W Third Street, is a single-family residence within the R-1 Residential Zoning District.
- 2. This property abuts an alley on the south side. This Alley separates R-1 fronting on Third Street from C-4 fronting Second Street. The property abuts a residential lot on the west side. Residential lots front on the north side of Third Street. East of Nevada Avenue is R-1 Residential on the south side of Third Street, and Spring River Golf Course on the north side of Third Street.
- 3. City of Roswell Zoning Ordinance ARTICLE 22: BUILDING AND PERFORMANCE STANDARDS states the following:

Section 4: Accessory Uses

- A. For residential zoned districts....
 - 2. Location of an accessory structure shall meet the following requirements.
 - b. Shall be a minimum of 5' from all shared property lines.
 - e. Structures must be an additional 1' from side and rear property lines for every 1' in height over 12' while meeting all other applicable setback requirements.

EXHIBIT B: STAFF SUMMARY FOR CASE 17-002 (VAR) Page 4 of 4 1800 W Third Street

- 7. The applicant has specified that the accessory structure will not have windows overlooking the west property line.
- 8. This accessory structure will be located approximately seven feet from the rear property line and exceeds setback requirements.
- 9. The lot is sixty-seven by one-hundred eighty three feet (67'X183').
- 10. The high part of a slope begins at the rear property line. The back of the house is approximately ninety feet (90') from the rear property line.
- 11. The applicant plans to remove two (2) or three (3) smaller existing accessory structures in the rear yard.

V. Findings of Fact (Conclusions of Law):

- 1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
- 2. Notification of the public hearing was mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
- 3. This agenda which includes this case has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
- 4. As of the time of this writing, there have been zero (0) written and one (1) verbal protest received by the Planning & Zoning Office.

VI. Staff Recommendation:

Based on the current findings of fact, the configuration of tree(s) and sloping topography of the lot, the fact that no windows will face the neighboring property to the west, Staff recommends approval of this application to allow a height variance for the accessory structure to exceed the height of the primary residential structure by one (1) foot, to approve an Interior Side Yard Variance of three feet (3') for placement of the structure five feet (5') from the west property line.

VII. Action by the Planning & Zoning Commission:

The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact, information provided in the Staff Summary and packet, testimony and material introduced at the hearing.

EXHIBIT C: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR CASE 17-002 (VAR) LETTER SENT VIA CERTIFIED MAIL ON JANUARY 5, 2017 TO SURROUNDING PROPERTY OWNERS

City of Roswell

Planning & Engineering Department Planning & Zoning Office PO Box 1838

Roswell. NM 88202-1838

Telephone: (575)637-6294 Fax: (575) 624-6820



January 5, 2017 **RE: PUBLIC HEARING NOTICE for ZONING CASE 17-002 VAR Application for a Zoning Variance**

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of Planning & Zoning Case 17-002 VAR. The Property Owner in this case is requesting a Variance for a 14'6" tall Accessory Structure to be constructed five feet from the West Property Line and to be taller than the 13'8" tall Residential structure.

PROPERTY LOCATION: 1800 West Third Street

LEGAL DESCRIPTION: Subd: LINCOLN PLACE ANNEX Block: 3 Lot: 1 E 67.20' Quarter: SW

S: 31 T: 10S R: 24E BK: 275 PG: 442 REC

OWNER(S) OF PROPERTY: Lenore Metcalf & Jerry Metcalf

ZONING DISTRICT: R-1

The City of Roswell Planning and Zoning Commission will hear public comments on the above case on TUESDAY, JANUARY 24, 2017 at 6:00 p.m., in the Bassett Auditorium at the Roswell Museum and Art Center, located at 100 West 11th Street. You are entitled, although not obligated, to comment either in writing to our office or in person at the hearing.

To be considered, written protests must be submitted to the Planning and Zoning Office no later than noon on the working day prior to the Planning and Zoning Commission meeting. Providing written input to the Planning and Zoning Office at least seven days prior to the hearing will allow your concerns to be addressed in the Staff Report. Written comments may be delivered to the Planning & Zoning Office at 415 North Richardson Avenue, or sent to: City of Roswell, Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838 or via email to m.hildreth@roswell-nm.gov or submitted in person to the Planning & Zoning Office.

The information packet for this zoning case will be available after 1:00 p.m., on **Wednesday**, January 18, 2017. You may inspect the information packet in detail at the Planning & Zoning Office located on the first floor of City Hall Annex at 415 North Richardson Avenue. The P&Z Packet may be viewed online at www.roswell-nm.gov. Copies of the information packet may be obtained from the Planning and Zoning Office at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available online at: http://roswell-nm.gov/DocumentCenter/View/768

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

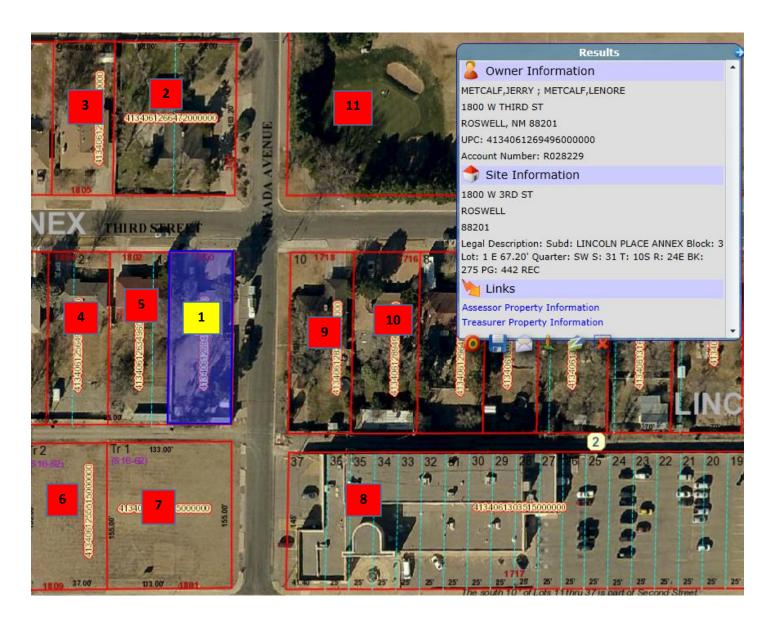
Respectfully,

Merideth Hildreth, M.A., AICP

Current Planning Administrator

(Area Map on Reverse Side →)

EXHIBIT D: CASE 17-002 (VAR) CHAVES COUNTY ASESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION FOR VARIANCE AND PROPERTIES WITHIN NOTIFICATION AREA





PROPERTY UNDER CONSIDERATION



PROPERTIES WITHIN NOTIFICAION AREA

EXHIBIT D: CASE 17-002 (VAR) CHAVES COUNTY ASESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION FOR VARIANCE AND PROPERTIES WITHIN NOTIFICATION AREA

EXHIBIT E: 17-002 VAR LIST OF PROPERTY OWNERS NOTIFIED

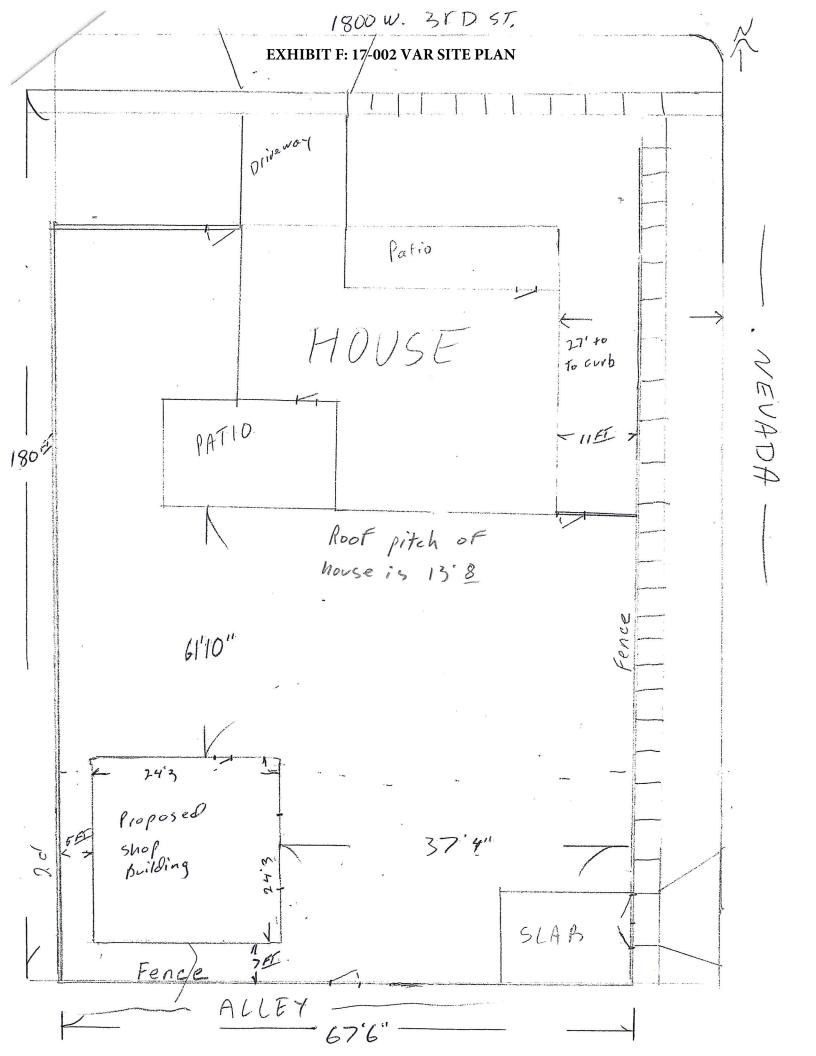
1. METCALF, JERRY & LENORE 1800 W THIRD ST ROSWELL, NM 88201 11. ROSWELL, CITY OF
PO BOX 1838
ROSWELL, NM 88202-1838

- 2. VAN RAES, ANDREA R & THOMAS L 300 N NEVADA AVE ROSWELL, NM 88201
- 3. BERROTERAN, ALICIA C 1805 W 3RD ST ROSWELL, NM 88201
- 4. KIRK, CONSTANCE H 1804 W 3RD ST ROSWELL, NM 88201
- 5. LEATHERMAN REVOCABLE; LIVING TRUST OR PROPERTY OWNER 1802 W 3^{RD} ST

ROSWELL, NM 88201

- 6. & 7. KRUM LAND & CATTLE COMPANY LLC OR PROPERTY OWNER PO BOX 1858

 ROSWELL, NM 88202
- 8. FEATHERSTONE DEV CORP OR PROPERTY OWNER PO BOX 429 ROSWELL, NM 88202
- HEALY, RANDALL J & DESDA R
 1718 W 3RD ST
 ROSWELL, NM 88201
- 10. GINSBERG TRUST; BERNARD R & MARY H TRUSTEES PO BOX 100 ROSWELL, NM 88202



City of Roswell Application for Change of Zoning District

P & Z CASE NO. 17-003 ZOC

Type or Print in BLACK or BLUE ink only: 1. Dr. Omar Osmani Address 1 Berrendo Meadows Historic D Property Owner's Name City/State/Zip_Roswell. NM . 88201 Phone #575-623-9101 Flood Zon				
2. <u>Dr. Sana Osmani</u> Property Ow				
Lee Chester, L3 Healthcare Agent's Name Address 222 S. Westmonte Dr. Suite 208 City/ State/Zip Altamonte Springs, FL 32714 Phone # 407-865-6160 Current Zonia R3 & RMS Proposed Zon CO-1				
Tract 1 Osmani- Harmo 402 East (Reason for the Req To allow application for	Dountry Club Country Club Co		h total transfer of the street facilities providing n	
Proposed Zone Cha (1 acre =43,560 square f Sq. Ft. 175,333 Acres 4,024	foot)	COMPREHENSIVE MASTER PLAN GENE ResidentialCommercialIndustrial RS Overflight A DENSITY RESIDENT Low/ approx. 5 du/net acreMid/ approx. 9 du/n Specifications listed on Instructional Shee	PublicPark & Open Space rea FIAL: net acre High/ approx. 15 du/net acre t. All documentation and fees	
City: NW NE SW SE By signing this docur for the Planning and order to fulfill the rec	FOR STAFF ONLY ment. I acknowleds Zoning Commission	required at time application is submitted to and Zoning Staff. Application Federal Entry I have been informed of the dates, time and City Council and that I and/or my age	unless otherwise noted by Planning es are NON-REFUNDABLE. es, and locations of the meetings	

EXHIBIT B: STAFF SUMMARY FOR CASE 17-003 (ZOC) 402 E Country Club Road (Page 1 of 4)



Roswell Planning & Zoning Commission

Tuesday, January 24, 2017 Bassett Auditorium, Roswell Museum and Art Center 100 West 11th Street

APPLICATION: CASE 17-003 (ZOC): A Request for Zone Change from R-3 & RMS to CO-1

Legal Description: Subd: OSMANI-HAMMOND SUMMARY REPLAT Tract: 1
 Quarter: NW S: 28 T: 10S R: 24E BK: 701 PG: 005 WDJT

Owner: Omar Osmani & Sana Osmani

Agent: Lee Chester, L3 Healthcare

Address: 402 E Country Club Road

Request: Request for a change in zoning from R-3 (Residential

District) and RMS (Residential Mobile Home Subdivision) to

CO-1 (Commercial Office District)

II. Site data:

Site Area: Approximately 4.024 Acres

UPC: 4136060171034000000

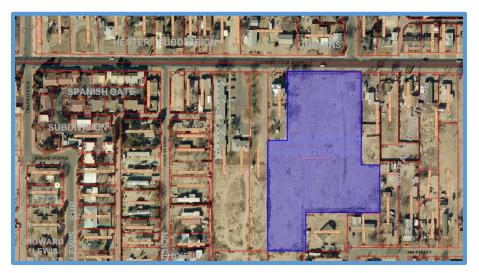
Existing Land Use: Vacant Land

Proposed Land Use: Commercial Office for Medical Center.

Existing Zoning: R-3 and RMS

Table 1: Adjacent Existing Land Use and Zoning			
Direction:	Land Use:	Zoning:	
North	Single Family Residential	R-3	
South	Single Family Residential (Mobile Home Subdivision)	RMS	
East	Single Family Residential	R-3 & RMS	
West	Bed & Breakfast	R-3 & RMS	

EXHIBIT B: STAFF SUMMARY FOR CASE 17-003 (ZOC) 402 E Country Club Road (Page 2 of 4)



OSMANI, OMAR; OSMANI, SANA 1 BERRENDO MEADOWS CIRCLE ROSWELL, NM 88201

UPC: 4136060171034000000

Account Number: R004092

Site Information

402 E COUNTRY CLUB RD

ROSWELL

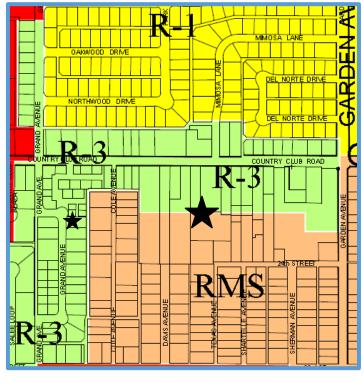
88201

Legal Description: Subd: OSMANI-HAMMOND SUMMARY REPLAT Tract: 1 Quarter: NW S: 28 T: 10S R: 24E BK 701 PG 005 WDJT (PART OF OLD LEGAL DESC., BEFORE REPLAT), BK 765 PG 1518 (NEW LEGAL DESC., TO SATISFY MERGE)

Chaves County Assessor's Map - CASE 17-003 (ZOC)



GOOGLE EARTH PRO AERIAL of 402 E Country Club Road (Accessed 1.17.2017)



Zoning Map - CASE 17-003 (ZOC) ★

EXHIBIT B: STAFF SUMMARY FOR CASE 17-003 (ZOC) 402 E Country Club (Page 3 of 4)

III. Intent of Petition:

The applicant is requesting a zone change from R-3 Residential District and RMS (Residential Mobile Home Subdivision) to CO-1 Commercial Office in order build a medical facility.

IV. Land Use and Zoning Considerations:

1. This is the first request for rezoning to CO-1 Commercial Office District, since the CO-1 Zoning District was created via Ordinance 16-20 on November 10, 2016.

ARTICLE 15: CO-1 COMMERCIAL OFFICE DISTRICT

Section 1. Purpose:

The purpose and intent of this zoning district is to provide suitable sites for the development of well-planned and attractive commercial office buildings which will not adversely impact adjacent residential development.

Section 2. Use Regulations:

- A. Permitted Uses are as follows:
- 1. Banks/Credit Unions/Financial institutions
- 2. Professional offices
- 3. Land development services
- 4. Medical facilities/offices/centers (Out Patient only, no ambulances)
- 5. Counseling, child guidance and family service
- 6. Government offices (No outdoor storage)
- 7. Any other use that meets the intent and purpose of this Article and is similar and comparable to those uses listed above
- 2. A preliminary site plan shows a building area with 38,000 square feet of building areas for an outpatient medical center.
- The lot is in a residential area. The standards adopted with the CO-1 Zoning District are intended to encourage construction of Commercial Offices that are compatible in terms of hours of operation and architectural design with surrounding residential uses.
- 4. Professional offices are also allowed in Commercial Districts as well as the R-3 Residential District not to exceed 10,000 square feet in gross floor area with a Special Use Permit. The CO-1 Commercial Office District was created as a new zoning district to provide a district for larger professional and commercial office projects to be located within compatible residentially zoned areas.

EXHIBIT B: STAFF SUMMARY FOR CASE 17-003 (ZOC) 402 E Country Club (Page 4 of 4)

V. Findings of Fact (Conclusions of Law):

- 1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
- 2. Notification of the public hearing was mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.
- 3. This agenda which includes this case has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
- 4. The rezoning request is compatible with surrounding land uses.
- 5. As of the time of this writing, there have been zero (0) written and zero (0) verbal protests received by the Planning & Zoning Office.

VI. Staff Recommendation:

Based on the findings of fact, the nature of the proposed development, the surrounding land uses and zoning districts, and the regulations established in the Zoning Ordinance, Staff recommends approval of Zoning Case 17-003 to change the zoning from R-3 Residential District and RMS Residential Mobile Home Subdivision to CO-1 Commercial Office District.

VII. Action by the Planning & Zoning Commission:

The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact and testimony and material introduced at the hearing.

EXHIBIT C: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR CASE 17-003 (ZOC) LETTER SENT VIA CERTIFIED MAIL ON JANUARY 5, 2017 TO SURROUNDING PROPERTY OWNERS

City of Roswell

Planning & Engineering Department
Planning & Zoning Office
PO Box 1838

Roswell, NM 88202-1838

Telephone: (575)637-6294 Fax: (575) 624-6820



January 5, 2017 RE: PUBLIC HEARING NOTICE for ZONING CASE 17-003 ZOC Application for a Change in Zoning

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of **Planning & Zoning Case 17-003 ZOC.** The Property Owner in this case is requesting a **Change in Zoning from R-3 (Residential Zoning District and RMS (Residential Mobile Home Subdivision District) to CO-1 (Commercial Office District).**

PROPERTY LOCATION: 402 East Country Club Road

LEGAL DESCRIPTION: Subd: OSMANI-HAMMOND SUMMARY REPLAT Tract: 1 Quarter: NW

S: 28 T: 10S R: 24E BK: 701 PG: 005 WDJT

OWNER(S) OF PROPERTY: Dr. Omar Osmani & Dr. Sana Osmani

REPRESENTATIVE: Lee Chester, L3 Healthcare CURRENT ZONING DISTRICT: R-3 & RMS

The City of Roswell Planning and Zoning Commission will hear public comments on the above case on TUESDAY, JANUARY 24, 2017 at 6:00 p.m., in the Bassett Auditorium at the Roswell Museum and Art Center, located at 100 West 11th Street. You are entitled, although not obligated, to comment either in writing to our office or in person at the hearing.

To be considered, written protests must be submitted to the Planning and Zoning Office no later than noon on the working day prior to the Planning and Zoning Commission meeting. Providing written input to the Planning and Zoning Office at least seven days prior to the hearing will allow your concerns to be addressed in the Staff Report. Written comments may be delivered to the Planning & Zoning Office at 415 North Richardson Avenue, or sent to: *City of Roswell, Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838 or via email to m.hildreth@roswell-nm.gov* or submitted in person to the Planning & Zoning Office.

The information packet for this zoning case will be available after 1:00 p.m., on **Wednesday**, **January 18**, **2017**. You may inspect the information packet in detail at the Planning & Zoning Office located on the first floor of City Hall Annex at 415 North Richardson Avenue. The P&Z Packet may be viewed online at www.roswell-nm.gov. Copies of the information packet may be obtained from the Planning and Zoning Office at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available online at: http://roswell-nm.gov/DocumentCenter/View/768

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Merideth Hildreth, M.A., AICP Current Planning Administrator

(Area Map on Reverse Side →)

EXHIBIT D: CASE 17-003 (ZOC) – CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY UNDER CONSIDERATION FOR ZONE CHANGE AND PROPERTIES WITHIN NOTIFICATION AREA.

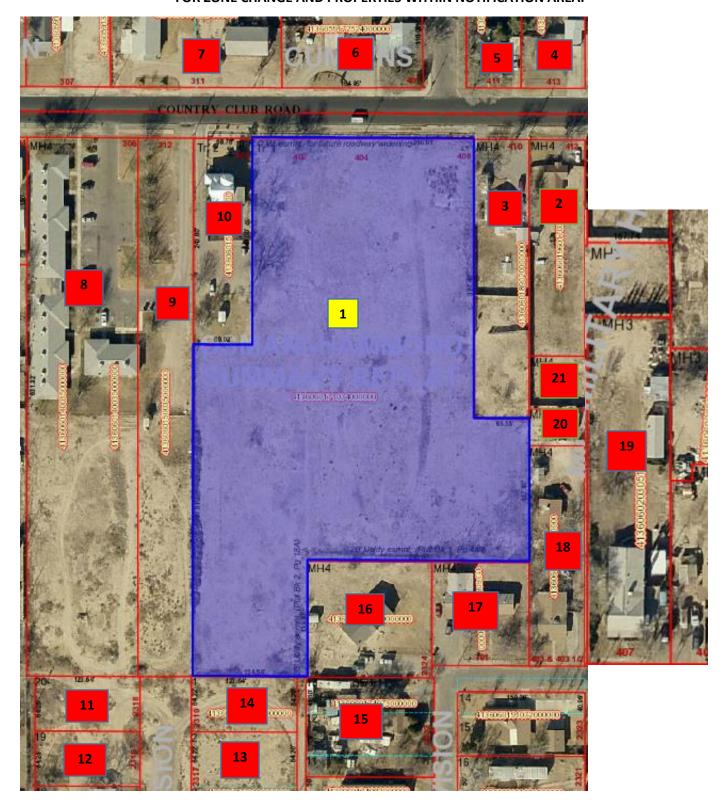




EXHIBIT E: 17-003 ZOC LIST OF PROPERTY OWNERS NOTIFIED

1. OSMANI, OMAR & SANA 1 BERRENDO MEADOWS ROSWELL, NM 88201	11. HUNT, TANDY L; HUNT, MARNA 116 E COUNTRY CLUB ROAD ROSWELL, NM 88201
2. 21. CARDONA, ALEX P 412 E COUNTRY CLUB ROAD ROSWELL, NM 88201	12. HENINGTON-MOHON FAMILY TRUST, JAMES E & JOLENE L PO BOX 1732 ARTESIA, NM 88211
3. RIDLON, GEORGE EVERETTE 410 E COUNTRY CLUB ROAD ROSWELL, NM 88201 ROSWELL, NM 88201	13. ALVIDREZ, DOMINGO & MARIA 2313 N DAVIS AVE ROSWELL, NM 88201
4. VILLA, JOSE E 413 E COUNTRY CLUB ROAD ROSWELL, NM 88201	14. GOODPASTURE/MINTER LIVING TRUST 4845 RIVER HEIGHTS DR LAS CRUCES, NM 8800
 CUMMINS, WILLIE L; CUMMINS, METTIE P & ERNEST T 411 E COUNTRY CLUB ROAD ROSWELL, NM 88201 	15. HEATH, HOWARD L; HEATH MICHAEL 78 HILLSDALE ROAD DEXTER, NM 88230
6. SPALDING, JOE & BARBARA 3208 N GARDEN AVE ROSWELL, NM 88201	16. SEDILLO, ROBERT & VERONICA 2324 N TEXAS ST ROSWELL, NM 88201
7. NYHOFF, KURT & LILLIAN 311 E COUNTRY CLUB ROAD ROSWELL, NM 88201	17. BURROLA, NENA 401 E 24 TH ST ROSWELL, NM 88201
8. 9. WILLOW TERRACE, INC OR PROPERTY OWNER 306 E COUNTRY CLUB ROAD ROSWELL, NM 88201	18. 20. MUNOZ, VICTOR 403 E 24 TH ST ROSWELL, NM 88201
10. HAMMOND, JOSEPH B; BEATRICE W 400 E COUNTRY CLUB RD ROSWELL, NM 88201	19. URQUIDES, CARLOS & MARY F 407 E 24 TH ST ROSWELL, NM 88201

ROSWELL, NEW MEXICO Planning & Zoning Commission Tuesday, January 24, 2017 6:00 p.m. Roswell Museum and Art Center – 100 West 11th Street

ACTION REQUESTED:	Elect Planning & Zoning Commission Officers
BACKGROUND:	Under the Zoning Ordinance, Article 2: Administration of the Ordinance, Section 3. Planning and Zoning Commission establishes a seven (7) member board to "review zoning and planning decisions, initiate planning and zoning projects, and recommend action to the City Council."
FINANCIAL CONSIDERATION:	There are no additional costs associated with this request.
LEGAL REVIEW:	N/A.
BOARD OR COMMITTEE ACTION:	N/A.
STAFF RECOMMENDATION:	Discussion and action by the P&Z Commission.
Current Members of the Plann	ing and Zoning Commission and Terms
Ralph Brown – Se Toby Gross – Sec Riley Armstrong – S David Storey – Fi Kent Taylor – Firs	Second Term Expires 3/31/2018 cond Term Expires 4/1/2018 cond Term Expires 4/1/2018 Second Term Expires 4/1/2020 rst Term Expires 3/31/2020 st Term Expires c. May 2020 irst Term Expires c. May 2020
Nominate and Elect	the Following Positions:
Chair:	
Vice Chair:	
Secretary:	

ROSWELL, NEW MEXICO Planning & Zoning Commission Tuesday, January 24, 2017 6:00 p.m.

Roswell Museum and Art Center - 100 West 11th Street

ACTION REQUESTED: Approve the 2017 Planning & Zoning

Commission Meeting Dates

BACKGROUND: The proposed meeting dates were presented

during the December 20, 2016 Planning &

Zoning Commission for review.

FINANCIAL CONSIDERATION: There are no additional costs associated with

this request. Museum Staffing costs may be similar to those incurred in 2016 to hold Planning & Zoning Commission Meetings at

6:00 p.m.

LEGAL REVIEW: N/A.

BOARD OR COMMITTEE ACTION: N/A.

STAFF RECOMMENDATION: Discussion and action by the P&Z Commission.

2017 Planning & Zoning Commission PROPOSED Meeting Dates

Meetings will be held at 6:00 p.m.
Roswell Museum and Art Center
Bassett Auditorium
(Unless Otherwise Noted at the Time of the Meeting)

January 24, 2017

February 28, 2017

March 28, 2017

April 25, 2017

May 23, 2017

June 27, 2017

July 25, 2017

August 22, 2017

September 26, 2017

October 24, 2017

November 28, 2017

December 19, 2017 (Third Tuesday)